



## **ATTORNEY GENERAL-SPECIAL ASSISTANT**

### **Characteristics of Work**

This is professional legal work with the responsibility of serving as a special staff lawyer for the State Attorney General. The incumbent serves as special counsel to the Attorney General and devotes entire time and attention to the duties pertaining to the Office of Attorney General as required by the general laws. The incumbent renders professional legal services on matters and proceedings relating to the assigned division and area of law, and performs administrative duties as necessary for the accomplishment of the Attorney General's office functions. When circumstances permit, the incumbent may perform any of the Attorney General's powers and duties as assigned by the Attorney General. Work is performed under the limited supervision of a senior staff lawyer.

### **Examples of Work**

Examples of work performed in this classification include, but are not limited to, the following:

Analyzes and interprets state, federal, and agency laws and regulations to provide legal advise or counsel for state agencies.

Conducts legal research for use in preparing legal documents.

Files legal actions with appropriate court in accordance with prescribed legal procedures.

Reviews legal documents, pleading, briefs, letters, legal decisions, and other memoranda affecting the state and/or Attorney General's Office for use in case preparation or in writing official opinions.

Prepares legal opinions for issuance by the Attorney General as requested by state agencies or specific public officials.

Conducts litigation before local, state, and federal courts, as well as administrative agencies involving all types of discovery, depositions, interrogatories, and production of documents.

Establishes and maintains cooperative working relationships with other legal officials.

Performs related or similar duties as required or assigned.

### **Essential Functions**

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Analyzes and interprets laws.
2. Files actions and conducts litigation.
3. Reviews, prepares, and conducts legal research for legal documents.

4. Maintains liaison with officials.

#### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**No special vision requirements**

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

**Certification, Licensure, and/or Registration:**

Membership in the Mississippi State Bar Association.

#### **Required Documentation:**

Applicant must attach evidence of membership in the Mississippi State Bar Association.

#### **Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.